

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 24, 2012

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONNEL ACTION MANUAL (PAM) – AVAILABLE ONLINE – SEPT 2012 #12-09**

The Internet version of the Personnel Action Manual (PAM) has been uploaded and is available on the State Controller's Office public website. The manual can be obtained at http://www.sco.ca.gov/ppsd_pam.html.

The hardcopy of the revisions is no longer distributed. The last hardcopy available is from August 2011. All revisions are updated on the public website, exactly the same as we update the Payroll Procedures Manual (PPM). You will receive PAM revision updates the same way as PPM revision updates. The PAM will also be updated on a monthly basis as revisions are received.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the September 2012 PAM are provided below.

Table of Contents
PAM Alphabetical Index

Section 5 **5.0: Special Instructions Index, updated.**
 5.25: Personnel/Payroll Cutoff Dates for 2013, new.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: http://www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that would benefit the PAM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS